



## Agency Records Disposition Schedule

Department: Department of Public Safety

Section:

Division: Adjutant General

Sub-Section:

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**TITLE:** Accident Reports

**CUTOFF:**

**DESCRIPTION:** Reports involving stated owned vehicles, aircraft or equipment involving both Missouri Army and Air National Guard.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:** Retain in current area for 3 years, then transfer to Adjutant General Archive Section for permanent retention.

**DISPOSITION ACTION:** Permanent

**SERIES:** 20791

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001

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**TITLE:** Adjutant General Legislative File

**CUTOFF:**

**DESCRIPTION:** Reference file only. Transfer to Permanent Files upon end of Legislative Session

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** DCA

**SERIES:** 20767

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001

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**TITLE:** Administrative Support Records

**CUTOFF:**

**DESCRIPTION:** Copies of letters, memorandums, paper copies of email correspondence, etc concerning the operational support of the MOARNG.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 20765

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001

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## Agency Records Disposition Schedule

Department: Department of Public Safety

Section:

Division: Adjutant General

Sub-Section:

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**TITLE:** Blue Prints and Specification

**CUTOFF:**

**DESCRIPTION:** As built drawings and specifications for Life of Building.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 20793

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/25/2001

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**TITLE:** Claims under Section 40.440 RSMo, 1986

**CUTOFF:**

**DESCRIPTION:**

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 20785

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/25/2001

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**TITLE:** Complaints of Wrong Files

**CUTOFF:**

**DESCRIPTION:** Section 40.435 RSMo (1986)

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 20783

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/25/2001

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## Agency Records Disposition Schedule

Department: Department of Public Safety

Section:

Division: Adjutant General

Sub-Section:

**TITLE:** Cooperative Agreements

**CUTOFF:**

**DESCRIPTION:** Correspondence relating to management, financial and policy.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 20780

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/25/2001

**TITLE:** Emergency Orders

**CUTOFF:**

**DESCRIPTION:** Orders pertaining to emergency disasters, strikes, floods, etc. The Adjutant General will maintain the original orders for 20 years and then transfer the orders to the Missouri State Archives.

**RETENTION:** Years: 20 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 20771

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/25/2001

**TITLE:** Encumbrance Records

**CUTOFF:**

**DESCRIPTION:** Record of expenditures of approved funds.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 20778

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/25/2001



## Agency Records Disposition Schedule

Department: Department of Public Safety

Section:

Division: Adjutant General

Sub-Section:

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**TITLE:** Facility Inspections Reports

**CUTOFF:**

**DESCRIPTION:** Inspection data on all State armories.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 20796

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/25/2001

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**TITLE:** Facility, Unit, or Program Historical Data

**CUTOFF:**

**DESCRIPTION:** History of any changes.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 20797

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/25/2001

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**TITLE:** Fiscal and Accounting Ledgers (Paper and Electronic versions)

**CUTOFF:**

**DESCRIPTION:**

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 20772

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/25/2001

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## Agency Records Disposition Schedule

Department: Department of Public Safety

Section:

Division: Adjutant General

Sub-Section:

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**TITLE:** HVAC Inspections

**CUTOFF:**

**DESCRIPTION:** Data on annual inspections of all heating and air-conditioned systems located in existing State military facilities.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 20795

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/25/2001

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**TITLE:** Inaugural Ceremonies Material

**CUTOFF:**

**DESCRIPTION:** Information of Governor's Inaugurals.

**RETENTION:** Years: Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 20759

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/25/2001

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**TITLE:** Leases

**CUTOFF:**

**DESCRIPTION:**

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 20798

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/25/2001

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## Agency Records Disposition Schedule

Department: Department of Public Safety

Section:

Division: Adjutant General

Sub-Section:

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**TITLE:** Legal Opinions

**CUTOFF:**

**DESCRIPTION:** Legal Opinions

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 20787

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/25/2001

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**TITLE:** Letters of Transmittals

**CUTOFF:**

**DESCRIPTION:** Documented evidence of payment.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 20777

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/25/2001

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**TITLE:** Litigation

**CUTOFF:**

**DESCRIPTION:** Litigation

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 20786

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/25/2001

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## Agency Records Disposition Schedule

Department: Department of Public Safety

Section:

Division: Adjutant General

Sub-Section:

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**TITLE:** Matters that fall under the Military Code of Justice, RSMo 40

**CUTOFF:**

**DESCRIPTION:** Matters that fall under the Military Code of Justice, RSMo 40.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 20790

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/25/2001

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**TITLE:** Military Leaves of Absence

**CUTOFF:**

**DESCRIPTION:** Section 105.270 RSMo

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 20789

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/25/2001

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**TITLE:** Military Personnel Files

**CUTOFF:** Discharge from the Missouri National Guard

**DESCRIPTION:** Chronological record of service in the Missouri National Guard.

**RETENTION:** Years: Months: Days:

**NOTES:** Transfer to Adjutant General Archive Section after discharge.

**DISPOSITION ACTION:** Permanent

**SERIES:** 22699

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/25/2001

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## Agency Records Disposition Schedule

Department: Department of Public Safety

Section:

Division: Adjutant General

Sub-Section:

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**TITLE:** Missouri Military Records

**CUTOFF:**

**DESCRIPTION:** Records of Missouri Veterans dating from the War of 1812.

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 23373

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/9/1988

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**TITLE:** Operating Plans and Procedures

**CUTOFF:**

**DESCRIPTION:** Emergency disasters, strikes, floods, etc.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 20760

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001

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**TITLE:** Payment Requisition File

**CUTOFF:**

**DESCRIPTION:** Payment requisitions listing invoices and containing copies of invoices.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 20775

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001

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## Agency Records Disposition Schedule

Department: Department of Public Safety

Section:

Division: Adjutant General

Sub-Section:

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**TITLE:** Property Receiving Reports

**CUTOFF:**

**DESCRIPTION:** Documented evidence of receipt of property.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 20770

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/25/2001

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**TITLE:** Public Information Reference Material

**CUTOFF:**

**DESCRIPTION:**

**RETENTION:** Years: Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** DCA

**SERIES:** 20766

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/25/2001

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**TITLE:** Records of Separation

**CUTOFF:** Discharge from active duty

**DESCRIPTION:** Records chronicling active duty service for all Missouri Citizens that have been discharged from all the services. Includes reserve component soldiers that have been mobilized. Documents include DD-214's, muster rolls, and enrollment lists.

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 22700

**SERIES STATUS:** Approved

**APPROVAL DATE:** 9/22/1975

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## Agency Records Disposition Schedule

Department: Department of Public Safety

Section:

Division: Adjutant General

Sub-Section:

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**TITLE:** Reemployment Rights under Section 40.490 RSMo

**CUTOFF:**

**DESCRIPTION:**

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent

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**SERIES:** 20788

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/25/2001

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**TITLE:** Re-enlistment Payroll Record

**CUTOFF:**

**DESCRIPTION:** Bonus, requests, etc.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES:** 20773

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/25/2001

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**TITLE:** Reorganization and Federal Recognition Files

**CUTOFF:**

**DESCRIPTION:** Orders recreating or reorganizing units and sections.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** DCA

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**SERIES:** 20761

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/25/2001

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## Agency Records Disposition Schedule

Department: Department of Public Safety

Section:

Division: Adjutant General

Sub-Section:

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**TITLE:** Reports of Expenditures

**CUTOFF:**

**DESCRIPTION:** Miscellaneous reports to interested agencies.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** DCA

**SERIES:** 20779

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/25/2001

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**TITLE:** Request and Allotment Funds

**CUTOFF:**

**DESCRIPTION:** Internal control of disbursement of State appropriated funds for personal service, equipment purchase and repair, and operations, etc.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 20776

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/25/2001

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**TITLE:** State Active Duty Records

**CUTOFF:**

**DESCRIPTION:** State Active Duty

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 20764

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/25/2001

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## Agency Records Disposition Schedule

Department: Department of Public Safety

Section:

Division: Adjutant General

Sub-Section:

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**TITLE:** State Awards Program Files

**CUTOFF:**

**DESCRIPTION:** Correspondence relating to management, financial and policy matters.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 20768

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/25/2001

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**TITLE:** State Claims

**CUTOFF:**

**DESCRIPTION:** State Claims

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 20784

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/25/2001

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**TITLE:** State Education Assistance Program

**CUTOFF:**

**DESCRIPTION:** Correspondence relating to management, financial and policy matters

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 20769

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/25/2001

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## Agency Records Disposition Schedule

Department: Department of Public Safety

Section:

Division: Adjutant General

Sub-Section:

---

**TITLE:** State Emergency Duty Records

**CUTOFF:**

**DESCRIPTION:** State Emergency Duty Records

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 20763

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/25/2001

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**TITLE:** Unit Inspection Reports

**CUTOFF:**

**DESCRIPTION:** Written report of US Army and Air Force inspections.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 20774

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/25/2001

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**TITLE:** War Casualties File

**CUTOFF:**

**DESCRIPTION:** List of deceased conflict personnel.

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 20762

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/25/2001

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## Agency Records Disposition Schedule

Department: Department of Public Safety

Section:

Division: Adjutant General

Sub-Section:

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**TITLE:** Working Files on all Facilities

**CUTOFF:**

**DESCRIPTION:** Information on life of existing State military facilities.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 20794

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/25/2001

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